

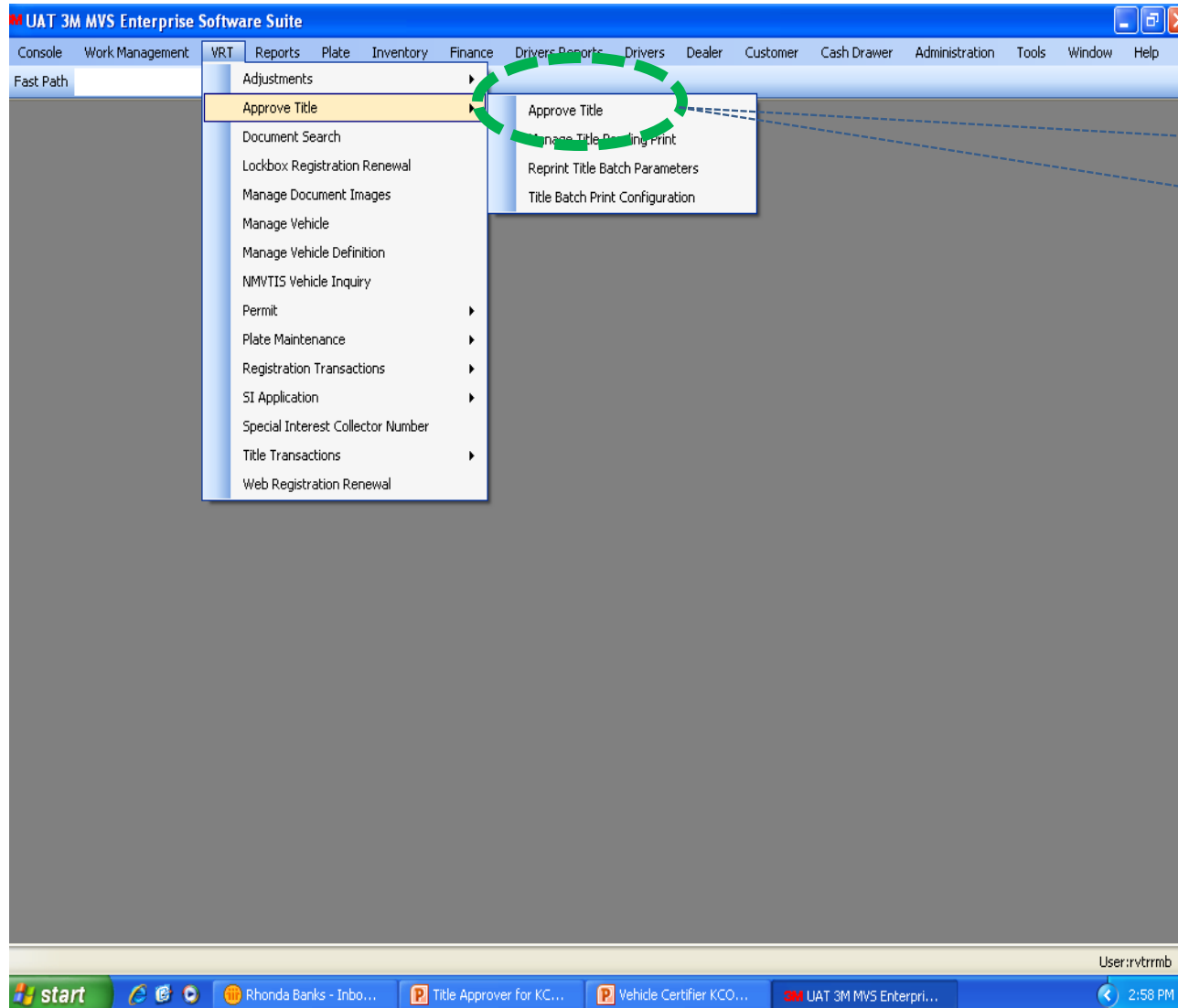


DMVS Approved Title

The Role of Title Approver

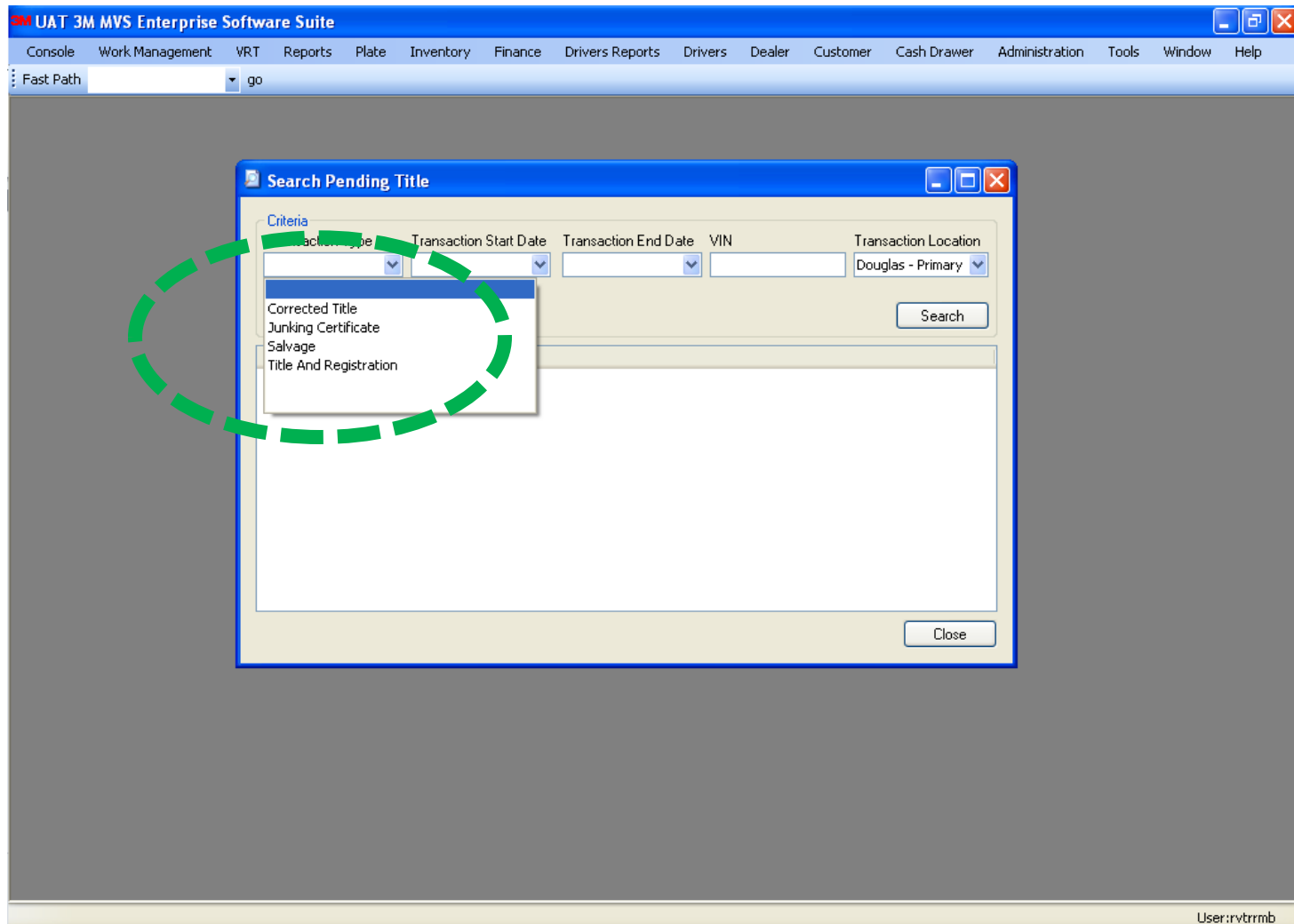
KCOA September 2011

A **“Title Approver”** does the DMVS portion of their work starting with
VRT/Approve Title/Approve Title



**Here I am!
Approve
Title**

After clicking on “Approve Title”, the “Search Pending Title” window opens. The title approver can select from 4 title “Transactions Types” if they want to limit the kind and therefore the number of applications they see waiting for approval.



Or when the “Search Pending Title” window opens, the title approver can select “Transaction Start Date” and “Transaction End Date” to further define their search of title awaiting approval.

UAT 3M MVS Enterprise Software Suite

Console Work Management VRT Reports Plate Inventory Finance Drivers Reports Drivers Dealer Customer Cash Drawer Administration Tools Window Help

Fast Path go

Search Pending Title

Criteria

Transaction Type Transaction Start Date Transaction End Date VIN Transaction Location

Search

Corrected Title
Junking Artifacts
Salvage
Title And Registration

Close

User:rvtrmb

If the title approver knows of a specific vehicle that they want to approve a title for, they can search by entering the VIN.

The screenshot displays the UAT 3M MVS Enterprise Software Suite interface. The main window has a menu bar with options: Console, Work Management, VRT, Reports, Plate, Inventory, Finance, Drivers Reports, Drivers, Dealer, Customer, Cash Drawer, Administration, Tools, Window, and Help. Below the menu bar is a Fast Path section with a dropdown menu and a 'go' button. The central area shows a 'Search Pending Title' dialog box. This dialog box has a 'Criteria' section with the following fields: Transaction Type (dropdown), Transaction Start Date (dropdown), Transaction End Date (dropdown), VIN (text input), and Transaction Location (dropdown). The VIN field is highlighted with a green dashed circle. Below the Transaction Type dropdown, a list of options is visible: Corrected Title, Junking Certificate, Salvage, and Title And Registration. A 'Search' button is located to the right of the VIN field, and a 'Close' button is at the bottom right of the dialog box. The user's name 'User:rvtrmb' is displayed in the bottom right corner of the main window.

UAT 3M MVS Enterprise Software Suite

Console Work Management VRT Reports Plate Inventory Finance Drivers Reports Drivers Dealer Customer Cash Drawer Administration Tools Window Help

Fast Path go

Search Pending Title

Criteria

Transaction Type Transaction Start Date Transaction End Date VIN Transaction Location

Corrected Title
Junking Certificate
Salvage
Title And Registration

Douglas - Primary

Search

Close

User:rvtrmb

For a county with only one location, the transaction location should default to that location.

The screenshot displays the 'UAT 3M MVS Enterprise Software Suite' application window. The main menu bar includes 'Console', 'Work Management', 'VRT', 'Reports', 'Plate', 'Inventory', 'Finance', 'Drivers Reports', 'Drivers', 'Dealer', 'Customer', 'Cash Drawer', 'Administration', 'Tools', 'Window', and 'Help'. Below the menu bar is a 'Fast Path' section with a dropdown menu and a 'go' button.

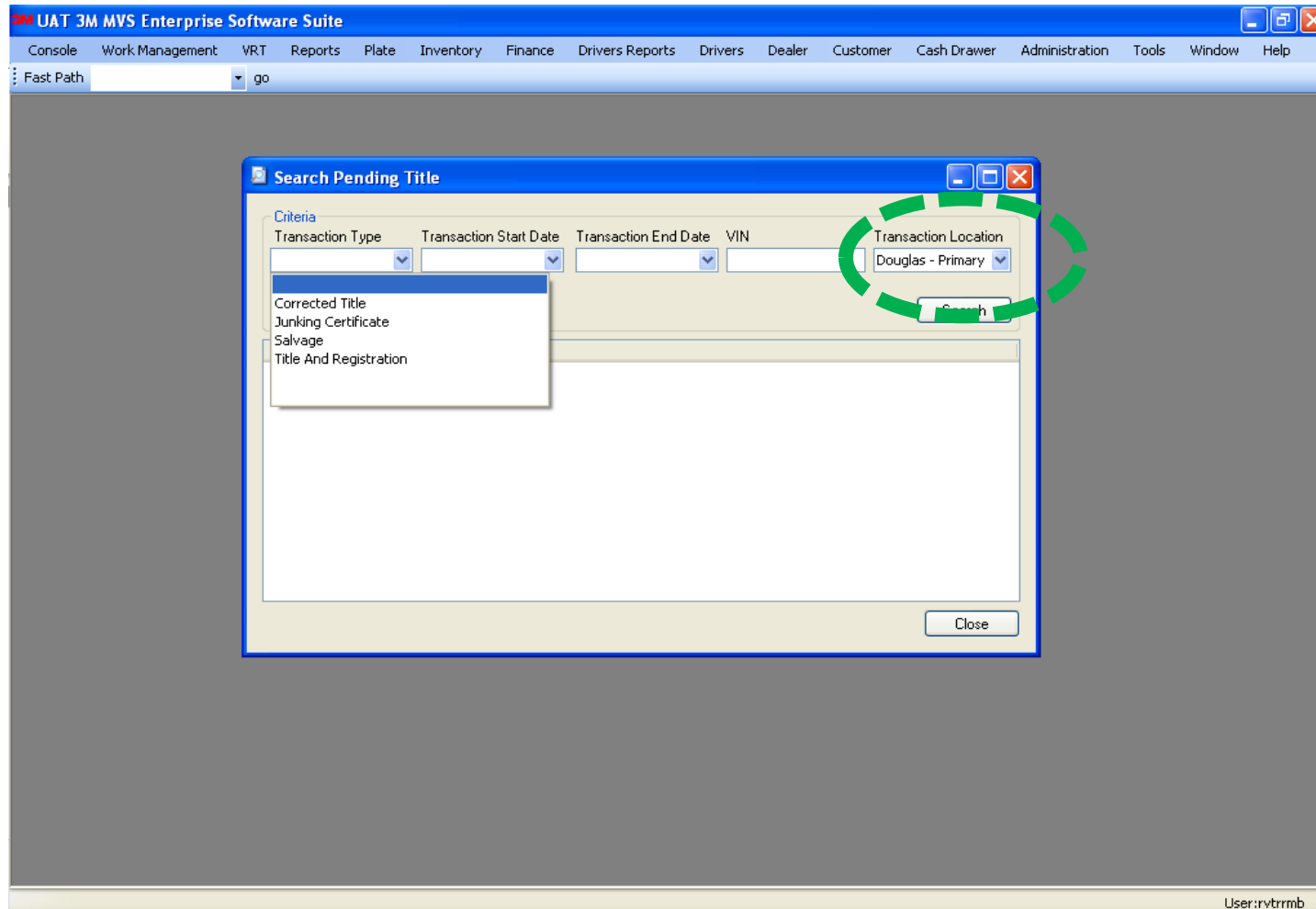
The 'Search Pending Title' dialog box is open, featuring a 'Criteria' section with the following fields:

- Transaction Type: A dropdown menu with a list of options: 'Corrected Title', 'Junking Certificate', 'Salvage', and 'Title And Registration'.
- Transaction Start Date: A date selection field.
- Transaction End Date: A date selection field.
- VIN: A text input field.
- Transaction Location: A dropdown menu showing 'Douglas - Primary' as the selected value. This field is highlighted with a green dashed circle.

A 'Search' button is located below the 'Transaction Location' dropdown, and a 'Close' button is at the bottom right of the dialog box.

The user name 'User:rvtrmb' is visible in the bottom right corner of the application window.

For a county with multiple locations (offices) , the transaction location defaults to the systems user's "Set Default" profile location. If the same title approver does approval for multiple locations, they will need to switch to a profile for the other location(s) in order to approve titles for multiple locations.



Once the Title Approver makes the search box selections they click on “Search” and the records returned from the search are populated in the bottom section of the “Search Pending Title” window

UAT 3M MVS Enterprise Software Suite

Console Work Management VRT Reports Plate Inventory Finance Drivers Reports Drivers Dealer Customer Cash Drawer Administration Tools Window Help

Fast Path go

Search Pending Title

Criteria

Transaction Type Transaction Start Date Transaction End Date VIN Transaction Location

Documents Received

Wde #	VIN	Vehicle Cer...	Owner Name	Transactio...	Transactio...	Priority Pro...	Documents ...
AA0000128	1FTEP14Y6...		Ctestor, O...	08/19/2011	100292		

User:rvtrmb

**Ready for
your
selection
“Double
Click”
on the
Record
you want
(if there is
more
than one!)**

There is a button marked “Approve”, is that all there is to it?
– No, there is more!

3M UAT 3M MVS Enterprise Software Suite

Console Work Management VRT ... Administration Tools Window Help

Fast Path

Approve Title - Title#:AA0000128

Vehicle

VIN
1FTEF14Y6TLA22744

Vehicle
1996 Ford F150 Pickup-V8 PK

Vehicle Certified
No

Designation

Odometer Reading

View Documents for
[Transaction](#)

Vested Parties

Legal Name	Residency Address	Mailing Address	Relationship	Priority	Ownership Status
Ctestor, One One	2108 W 27TH ST...		Owner	1	

Mailing

☐ Mail Title

Name
One One Ctestor

Address Line 1
2108 W 27TH ST

Address Line 2

City
LAWRENCE

State
Kansas

Country
Usa

Zip
660473153

Delivery Point

Print Options

☒ Print Title ☐ Print Immediately

Approve **Close**

User:rvtrmb

As a title approver I must see the documents that were submitted with the application! The scanned images will be available by clicking on “Transaction” in the “View Documents for” section.

UAT 3M MVS Enterprise Software Suite

Console Work Management VRT ...

Search Pending Title

Criteria

Transaction Type Transaction

Documents Received

All

Title #	VIN	Vehicle
AA0000128	1FTEF14Y6...	
AA0000298	JN8AZ08T0...	

Approve Title - Title#:AA0000298

Vehicle

VIN
JN8AZ08T07W521546

Vehicle
2007 Nissan Murano SL/SE 4w/

Vehicle Certified
No

Designation
40275

Odometer Reading
40275

View Documents for
Transaction

Vested Parties

Legal Name	Residency Address	Mailing Address	Relationship	Priority	Ownership Status
Ctestor, One One	2108 W 27TH ST...		Owner	1	

Mailing

☐ Mail Title

Name
One One Ctestor

Address Line 1
2108 W 27TH ST

Address Line 2

City
LAWRENCE

State
Kansas

Country
Usa

Zip
660473153

Delivery Point

Print Options

☒ Print Title ☐ Print Immediately

Approve Close

User:rvtrmb

Select the specific document to view by clicking, one at a time, on “View Document” in the row with the description of the document that is to be viewed.

3M UAT 3M MVS Enterprise Software Suite

Document Manager

Transaction Details

Transaction ID	100692	Transaction Start Date	09/13/2011	Plate Type	Standard
VIN	JN8AZ08T07W521546	Transaction Type	Title And Registration	Plate #	013AAD
Title Number	AA0000298	Transaction User Name	rvtrmb	Vehicle #	2591927
Customer ID/Name	8989149 / Cletor, One One	Cancellation Date			

Document List

Delete	Revised	Document Type	Reference #	Comment	Scanned	Scan Later	Updated By	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inspection Documentati...			<input checked="" type="checkbox"/>	<input type="checkbox"/>	rvtrmb	View Document
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ownership Document			<input checked="" type="checkbox"/>	<input type="checkbox"/>	rvtrmb	View Document

Scan **Add** **Cancel**

Address Line 2

City: LAWRENCE State: Kansas Country: Usa Zip: 660473153 Delivery Point:

Print Options

☒ Print Title ☐ Print Immediately

Approve **Close**

User:rvtrmb

The first document selected comes up. Use the scroll bars to move the image around for viewing the document.

UAT 3M MVS Enterprise Software Suite

Console Work Management VRT Reports Plate Inventory Finance Drivers Reports Drivers Dealer Customer Cash Drawer Administration Tools

Window Help

Fast Path go

**Kansas Highway Patrol
Vehicle Examination Certificate
MVE-1**

525587

JDT10036

* 5 2 5 5 8

REFUSE TO VERIFY ALTERED

the Following Classification of Title:

☐ Non-Highway Title

☐ Rebuilt Salvage Title

Rebuilt Salvage Vehicle Notice

Control #

(17) ☒ OK/DATE 08-23-11

(17) ☐ REFER DATE

N.C.I.C. RESPONSES

(14) ☐ Vehicle

(15) ☐ Parts

(16) ☐ Other

(17) ☐ Body Change

User:rvtrmb

Then the second document is viewed and so on until the Title Approver is finished with their review.

UAT 3M MVS Enterprise Software Suite - [http://rvmvuaap1.dmvuat.kdor.ks.gov/rialto/documentmanagement/viewdocument.aspx?documentID=520]

Console Work Management VRT Reports Plate Inventory Finance Drivers Reports Drivers Dealer Customer Cash Drawer Administration Tools

Window Help

Fast Path go

Share documents and collaborate live within PDF files

1 / 2 101% Find

STATE OF FLORIDA

LIEN SATISFACTION

Mail Lien Satisfaction to: Dept of Highway Safety and Motor Vehicles, Neil Kirkman Building, Tallahassee, FL 32399-0500

Identification Number Year Make Body VWT-L-BHP Vessel Regis. No. Title Number

JN8AZ08T07W521546 2007 NISS UT 3723 98614851

Registered Owner: NISSAN-INFINITI LT
PO BOX 254648
SACRAMENTO CA 95865-4648

Date of Issue 06/27/2007

Mail To: 06/21/2007
NISSAN-INFINITI LT
PO BOX 254648
SACRAMENTO CA 95865-4648

LIEN RELEASE
Interest in the described vehicle is hereby released
By agf
Title agf
Date 8-9-10

IMPORTANT INFORMATION

1. When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
2. Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
3. Remove your license plate from the vehicle.
4. See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: <http://www.hsmv.state.fl.us/html/titlinf.html>

JST10036

CERTIFICATE OF TITLE

Identification Number Year Make Body VWT-L-BHP Vessel Regis. No. Title Number

JN8AZ08T07W521546 2007 NISS UT 3723 98614851

Prev State Color Primary Brand Secondary Brand No of Brands Use Prev Issue Date

N WHI PRIVATE

Odometer Status or Vessel Manufacturer or Olt use Hull Material Prop Date of Issue

15 MILES 06/21/2007 ACTUAL 06/27/2007

LIEN RELEASE
Interest in the described vehicle is hereby released
By agf
Title agf
Date 8-9-10

User:rvtrmb

The final “System” step for the Title Approver - click on the “Approve” button!

3M UAT 3M MVS Enterprise Software Suite - [Search Pending Title]

Window Help

Fast Path

Criteria

Transaction Type Transaction

Documents Received

All

Title #	VIN
AA0000128	1FTEF14Y6
AA0000298	JN8AZ08T0

Approve Title - Title#:AA0000298

Vehicle

VIN JN8AZ08T07W521546

Vehicle 2007 Nissan Murano SL/SE 4W

Vehicle Certified No

Designation

Odometer Reading 40275

View Documents for

Transaction

Vested Parties

Legal Name	Residency Address	Mailing Address	Relationship	Priority	Ownership Status
Crestor, One One	2108 W 27TH ST...		Owner	1	

Mailing

☐ Mail Title

Name One One Crestor

Address Line 1 2108 W 27TH ST

Address Line 2

City LAWRENCE State Kansas Country Usa Zip 660473153 Delivery Point

Print Options

☒ Print Title ☐ Print Immediately

Approve Close

Close

User:rvtrmb

**Here I
AM!**

**Please
Approve
Me!**

Hooray! Our “Title Approver” role is complete. The title moves on to the next step and is printed according to the business process.

UAT 3M MVS Enterprise Software Suite - [Search Pending Title]

Approve Title - Title#: AA0000298

Vehicle
VIN: JN8AZ08T07W521546
Vehicle Certified No: 2007 Nissan Murano SL/SE 4W
Designation: 40275
Odometer Reading: 40275

View Documents for
[Transaction](#)

Vested Parties

Legal Name	Residency Address	Mailing Address	Relationship	Priority	Ownership Status
Ctstor, One One	2108 W 27TH ST...		Owner	1	

Mailing
☐ Mail Title
Name: One One Ctstor
Address Line 1: 2108 W 27TH ST
Address Line 2:
City: LAWRENCE, State: Mass, Country: Usa, Zip: 660473153, Delivery Point:
Print Options
☒ Print Title ☐ Print Immediately

Approve **Close**

Approve Title
Title approved.
OK

Approving title

User:rvtrmb

As everyone who works in Vehicle knows, there is more to the work than what happens in *any* computer system.



Our Titles and Registrations Team is going to walk you through the requirement and business process behind approving a title for issuance!